

## **FSCS STEERING COMMITTEE MEETING**

September 8 - 10, 1997

Hotel Sofitel

1914 Connecticut Avenue NW

Washington, DC

### **MINUTES**

#### **Attendance:**

##### Steering Committee:

Attending: Diana Ray Tope (Chair), Sandy Long (Vice Chair), Diane Carty, Adrienne Chute, Jane Heiser, Diane Gunderson, Carrol Kindel, Roslyn Korb, Elaine Kroe, Keith Lance, Libby Law, John Lorenz, Mary Jo Lynch, Gerry Rowland, Lynn Shurden, Tom Sloan, Jane Williams

Absent: Mary Alice Hedge, Paul Planchon

##### Census:

Michael Freeman, Pat Garner, John Monaco, Regina Padgett, Dawn Pennell, Joe Bruzzese.

##### NCES:

Rosa Fernandez, Barbara Humes, Jeff Williams

##### NCLIS:

Kim Miller, Barbara Whiteleather, Howard Harris (Consultant)

##### Westat:

Joan Michie

##### Guests:

Dan Iddings, Barbara Smith (Monday, September 8; a.m.);

Barratt Wilkins, Joe Shubert (Wednesday, September 10; a.m.)

Others attending the Expert Meeting on Electronic Services Definition meeting (September 7, 1997 only): John Carlo Bertot and James Cayz (Delaware Division of Libraries)

Diana Ray Tope called the meeting to order. Lynn Shurden, who is filling the vacant position created by Lawrence Webster's resignation, was welcomed.

Steering Committee members and guest introduced themselves.

Tom Sloan and Diana Tope presented a report on the Expert Meeting on Electronic Services Data Elements and Definitions meeting which was held September 7, 1997. After group discussion it was decided that the Definitions Committee, Technical Committee, and others interested would continue work on Electronic Service Definitions during the first afternoon breakout session. (See Definitions Sub-committee report for full report.)

Status of 1995 data publication: 1995 data will be released January 1998. ED TABS will include ranking tables. The printed publication will be released about 6 weeks after the release of the data. It was noted that there is a problem with the NCES WEB site which prevents download of data. Elaine Kroe will look into this situation.

Roz Korb reported on plans to do a sample survey on Public Library Adult Services. Barbara Humes' OERI office is doing a brief report on the plans for review.

Status of 1996 data: OMB package has cleared. Thirteen (13) states have already submitted 1996 data. Four more are "on their way" (Indiana, Kansas, Colorado, and Utah). Keith Lance will post status on PLRS Listserve.

Jane Heiser, Office of Library Services, IMLS, presented a report on the Library Services and Technology grant program and the move to IMLS which included staffing, technology available, and status of approval of 5-year plans submitted by States.

Jane Williams reported on status of the FY98 budget, the FY99 budget request, resignations of Peter Young, retirement of John Lorenz and search for a new Executive Director.

The Steering Committee expressed the desire to have the LSP memo's continued in the future. and for the names of appropriate CENSUS staff are to be added to the list of Technical Subcommittee members.

Howard Harris contact numbers: voice 301-469-5900; fax 301-469-0823, e-mail hharris@gte.net

The FSCS Steering Committee expressed good wishes and a fond farewell to John Lorenz on his retirement. Barratt Wilkins (COSLA), Joe Shubert (COSLA), Barbara Whiteleather (NCLIS) joined the meeting for the presentation.

**Future Steering Committee meetings:**

December 8-10, 1997

March 30 - April 1, 1998 - Annual Training Workshop

June - dates to be established by e-mail

September - dates to be established by e-mail

### **PRO's**

- Diana's leadership
- Easy group to work with
- Delicious lunch
- John's and Kim's roles are critical to group functioning and success
- Accomplishments at Sunday, 9/7, electronic services data elements and definitions meeting
- good name tags
- Got through all definitions (somewhat)

### **DELTA's**

- Room too small (too many people at table and also no room to walk around table)
- Arrangement of seating in room (difficult to distinguish between voting members and non-voting)
- Steep ramps in hotel
- No ice machine in hotel
- Doors too noisy
- The need to meet Sunday night

### **Data Use Report (Keith Lance)**

Suggest the relationship between LSCA Coordinators and FSCS SDC's be included in one of the general sessions of the March 1998 Training Workshop.

### **WALT (Web Access to Library Tabulations - Web Based Search Engine)**

Geomapping status was reported and the problems related to definitions of Legal Basis Code (Governance vs. service area) were noted.

Status of Imputation and trend analysis

AIR: a comparison of definitions of data elements on library surveys for various types of libraries is in the planing stages.

Concurrent Sessions at 3/98 Workshop identified:

Adult Programming (Adrienne, Barbara Hume, Chris Dunn)

State GIS discussion (PLRSnet interest)

States Collecting Outlet data (MN, AZ)

Peer Comparison (Keri)

The vital statistics issue was referred to the Technical and Definitions subcommittees.

(see page 12 for full report)

## **Definitions Subcommittee Report:**

### **Timeline:**

- September 30: Wording to be refined
- October (late): Seek Pro/Con statements from SDC's and Chief Officers.
- November 1: Deadline for Pro/Con statements
- November (2nd week): Mail ballots (separate mailing)
- November (2nd Week): Begin OMB clearance process 2nd Week November
- November (2nd Week): Mentor contact upon receipt of ballot
- December 1: Deadline for return of ballots
- December 8-10: FSCS Steering Committee Meeting (Technical Subcommittee and Training Committee use results of ballots to make changes in software and plan workshop training)

The draft copy of the FSCS recommendations on Electronic Services measures and definitions will be presented to the State Library Agency (STLA) Survey Steering Committee which meets immediately following the FSCS Steering Committee meeting, to the Library Policy Forum, and sent to Amy Owens (Utah) for use by COSLA LSTA Evaluation Committee in their work on development of evaluation criteria for LSTA.

Data items are arranged in the order of the Agenda, Definitions Subcommittee Meeting, September 9, 1997 with one exception. The Electronic Technology items are at the end.

### **Ballot for Librarian/MLS:**

#### **Paid Staff (Full-Time Equivalent)**

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

#### **Data Elements:**

FTE STAFF	With ALA/MLS	With-Out ALA/MLS
Director		
Librarians		
Other Professionals		
All Other Paid Staff		
Total Paid Staff		

#### **Definitions:**

Director: Definition - (Need wording for this definition.)

Librarians: Definition - Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

Other Professionals: Definition - Persons whose regular assignment requires either a college degree or experience of such kind and amount as to provide a comparable background -- e.g. accountants, systems analysts, computer programmers.

All Other Paid Staff: Definition - This includes all other FTE employees, including plant operation, security and maintenance staff.

With ALA/MLS: Definition - Include all persons with master's degrees from programs of library and information studies accredited by the American Library Association.

#### **Legal Basis Code:**

Mary Jo Lynch was appointed to chair a sub-subcommittee to work on the Legal basis code issue regarding legal establishment, geographic areas served, and governance. She is to select other members of the Steering Committee to work with her on this.

#### **Interlibrary Loan:**

The following editorial changes will be made to the Inter-library Loans data elements:

#### **40 Provided To**

Definition: These are library material or copies of the materials, provided by the reporting library To another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

#### **41 Received From**

Definition: These are library materials, or copies of the materials, received by the reporting library From another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

#### **Reporting data that does not meet the definitions:**

There are two issues (1) What to do with data submitted for libraries which do not meet the FSCS definition of a public library. (2) What to do about SDC's who submit data which does not comply with definition. After a discussion of this, the subcommittee felt issue #1 should be referred to the full committee for discussion and that issue #2 is a training workshop issue with possible follow-up to the chief officer of the state if a SDC deliberately submits erroneous data.

#### **Capital Data Elements:**

Data Item 28: Capital Outlay. The committee recommended eliminating this data item. This proposal will be submitted to the SDC's for pro's/con's and vote.

Capital Income: The committee recommended that we not pursue the addition of this data item.

**Operating Expenditures - Employee Benefits Expenditure:**

The committee proposed the following revision for Data Element # 23: Employee Benefits Expenditure -- New Wording: Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits. This proposal will be submitted to the SDC's for pro's/con's and vote. (Note to Diana Tope: Is there some more wording to add to this)

Subscriptions: Data Element # 33 will be changed to reflect print subscriptions only. This proposal will be submitted to the SDC's for pro's/con's and vote.

Unserved Populations:

Tabled

Libraries reporting no central libraries or more than one central library:

Tabled

The vital statistics issue was referred to the Technical and Definitions subcommittees for more work by Data Use.

Electronic Technology:

#13 WEB Address: "HTTP:// \_\_\_\_\_"

This data item is to be added to the outlet file.

Data Elements proposed for change/addition to the Administration file:

Change Data item 46: Add the following to the definition: These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

Change Data item 48 to 48A and program to skip 48B, and other questions relating to Internet Access if the library responds NO to 48A.

Add Data item 48B. Internet connection type.

Type of Internet Connection: \_\_\_\_\_

Select one:

DU - Dial up line connection only

DL - Dedicated/leased line connection only

BT - Both

Note: Tom Sloan is to provide definitions for DU, DL, BT.

Add Data item 48C: Type(s) of Providers of Internet Access

State Library \_\_\_\_\_

(e.g., state network such as Maryland's Sailor or Nebraska Online)

Local/State Government \_\_\_\_\_

(e.g., town, city, county/parish, state information services)

Commercial Vendor \_\_\_\_\_

(e.g., America Online, PSI, Earthlink)

Multi-state library Network

(e.g. SOLINET, Amigo, etc.)

Local/State Educational Organization \_\_\_\_\_

(e.g., community college, university)

Community Network \_\_\_\_\_

(e.g., Cleveland Freenet, Big Sky)

Local/Intra-State Library \_\_\_\_\_

(e.g., library systems, coop's)

Regional Network (not a library organization) \_\_\_\_\_

(e.g., BCR, PREPNet)

Other \_\_\_\_\_

(e.g., library automation vendor's, consortium)

Note: Mark all that apply. If the library has only one organization providing the library with Internet access, answer yes only once. If the library has more than one organization providing the library with Internet access, answer yes for each organization providing access (e.g., within an Administrative Entity, one branch library may be providing Internet access through a commercial provider and another branch library may be providing access through a community college).

Note to Steering Committee members: At the State Library Agency Survey Steering Committee meeting revisions suggested included:

Commercial - The suggestion was to include library automation vendors with commercial providers instead of with Other.

Regional/State Network - Kate Nevins, SOLINET Executive Director, indicated that SOLINET and NYSERNet no longer provide Internet Access services. She suggested changing the term to Regional/State Consortia and omitting SOLINET and NYSERNet from the examples.

Change the order to:

State Library Network \_\_\_\_

(e.g., state network such as Maryland's Sailor or Nebraska Online)

Local/State Government \_\_\_\_

(e.g., town, city, county/parish, state information services)

Regional/State Consortia \_\_\_\_

(e.g., BCR, PREPNet)

Commercial \_\_\_\_

(e.g., America Online, PSI, Earthlink, library automation vendors)

Local/State Educational Organization \_\_\_\_

(e.g., community college, university)

Community Network \_\_\_\_

(e.g., Cleveland Freenet, Big Sky)

Other \_\_\_\_

(e.g., consortium)

Add Data Item 50: Web Server Hits

Number of Web Server Hits \_\_\_\_

Definition: Report the number of hits on library Web Server. A hit is an action on a Web server e.g., when a user views a page or downloads a file.

Note to FSCS Steering Committee and SDC's: Additional information is desired however it would be difficult for libraries to report the data at this time.

In the future the following will be considered:

- % of hits from inside the library
- % of hits from outside the library
- % of hits during the hours the library building(s) is closed
- Number of hits from library against other Web servers.

Note: Command to retrieve number of hits: About Global

Add Data Item 51: Total Number of Terminals (by Type of Format)

Type of Access	Staff Use Only	Public Use	Total
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Text Based Only			
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Graphical Based			
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Total			
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**Definition:**

Terminals - Report all terminals including electronic devices e.g., computers, workstations, etc.

Staff Use Only - Report all terminals used exclusively by staff

Public Use - Report all terminals used by the public, even if used some of the time by staff.

Text Based Only - Report all terminals that are capable of text-based access only, i.e., DOS

Graphical Based - Report all terminals that are capable of graphical based access, e.g., Windows

Note: Report each terminal only once.

Note to Steering Committee members: At the State Library Agency Survey Steering Committee meeting revisions suggested included changing the term Type of Access to Digital Format.

Add Data Item 52: Number of Public Use Terminals Available for Digital Services

Digital Format:	Library Catalog	Internet Access	Reference Database	Full Text Periodicals
Text Based Only				
Graphical Based				
Total				

**Definitions:**

Text Based Only - Report all terminals that are capable of text-based access only, i.e., DOS

Graphical Based - Report all terminals that are capable of graphical based access, e.g., Windows

Library Catalog - The reporting library's holdings (in digital format)

Internet Access - See definition in data item #48

Reference Databases - Resources available online or on CD-ROM through subscription, lease, license, consortial membership or agreement (e.g., indexing and abstracting, encyclopedias, dictionaries, directories, and statistical compilation).

Full Text Periodicals - Resources available online or on CD-ROM through subscription, lease, license, consortial membership or agreement (e.g., magazines, journals, newspapers).

**Edit checks:**

No single cell of line one of this chart can exceed the total number of text based only terminals.

No single cell of line two of this chart can exceed the total number of graphical based terminals.

Note to Steering Committee members: At the State Library Agency Survey Steering Committee meeting revisions suggested included changing the term Type of Access to Digital Format.

Add Data Item 53: Access to digital services from outside the library

Answer yes or no to each of the following services provided by the library:

- Library Catalog: Dial-in, WEB
- Internet Access: Dial-in, WEB
- Reference Databases: Dial-in, WEB
- Full Text Periodicals: Dial-in, WEB

Digital Services	Dial-In	WEB
Library Catalog		
Internet Access		
Reference Databases		
Full Text Periodicals		

**Definitions:**

Library Catalog - The reporting library's holdings (in digital format)

Internet Access - See definition in data item #48

Reference Databases - Resources available online or on CD-ROM through subscription, lease, license, consortial membership or agreement (e.g., indexing and abstracting, encyclopedias, dictionaries, directories, and statistical compilation).

Full Text Periodicals - Resources available online or on CD-ROM through subscription, lease, license, consortial membership or agreement (e.g., magazines, journals, newspapers).

Add Data Element 54: Number of Databases

Include all databases and full text titles available to users of the library.

A: Number of Digital Databases: \_\_\_\_

B: Number of Full Text Digital Titles: \_\_\_\_

**Definition:**

Digital Databases - Collections of information available online or on CD-ROM through subscription, lease, license, consortial membership or agreement (e.g., reference and full text databases - see definition data item # 52)

Full Text Digital Titles - Resources available online or on CD-ROM through subscription, lease, license, consortial membership or agreement (e.g., books, magazines, encyclopedia, newspaper). Count (Report) each title, even if it is a duplicated title provided by more than one provider/vendor.

(Note to Steering Committee Members: How full text is full text? Do we need to add a sentence: "Use the number of full text digital titles as defined by the provider/vendor."?)

(Note to Technical/Data Use sub-committees: DO NOT do per capita breakdowns for 54A or 54B)

**Technical Subcommittee Report (Gerry Rowland)**

The vital statistics issue was referred to the Technical and Definitions subcommittees for more work by Data Use.

(see page 15 for full report)

**Training Subcommittee Report:**

Attending: Sandi Long (Chair), Pat Garner, Diane Gunderson, Carol Kindel, Libby Law, Diana Ray Tope.

Subcommittee members who have copies of the FSCS Training Notebook for New SDC's are to review the content and notify Sandi Long of changes needed.

The names of several speakers for the Training Workshop luncheon were identified. (Diane Frankel, New NCLIS executive director, New NCLIS chair if Jeanne Simon is not reappointed, Becky Danvers, Carol Rasco.

Breakout Sessions: (pre-survey, who is interested in what with sign up as part of registration.

Lab (4 PC's - Technical WIN+, Web, Internet download, Import-export)

IMPS/INFORMS/Others

State Library Survey

Definitions - SDC's are to be asked to identify definition issues which they wish to discuss in addition to the proposed new or revised definitions proposed.

(see page 18 for full report)

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**DRAFT!!!**

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**Federal-State Cooperative System (FSCS) for Public Library Data  
DATA USE SUB-COMMITTEE  
MINUTES**

**FSCS & LSTA**

The Data Use Subcommittee recommends that efforts be made to foster communication between FSCS state data coordinators and LSTA staff in the state library agencies.

**Actions:**

- Keith will post a message to PLRSNET asking the SDCs to comment on the use of data in their state plans.
- Tom is asked to raise this issue with COSLA.

**1998 TRAINING WORKSHOP PROGRAMMING**

The subcommittee proposes to focus its general session program at the 1998 training workshop on the issue of "integrating" FSCS data into the LSTA evaluation process in the states. The subcommittee also offers four concurrent session topics.

**Action:**

- Gerry and Keith agreed to organize the general session program on FSCS and LSTA evaluation (working title: How to Ingratiate Yourself with Statistics).
- Adrienne will speak with her colleagues Barbara Humes, PLLI, and Chris Dunn, Dept. of ED, about doing a concurrent session on a fast-response survey on adult programming in public libraries on which they are collaborating.
- Keith will post a message to PLRSNET soliciting signs of interest in a discussion group of SDCs who are involved in or interested in pursuing state-level GIS projects using FSCS data.
- Keith will contact Jan Feye-Stukas (MN) and Jan Elliott (AZ) about presenting a concurrent session on issues involved in collecting outlet-level data.
- Adrienne will contact Barbara Humes about her summer intern Keri Bassman presenting a concurrent session based on her draft article on peer comparisons using FSCS data.

## GEOMAPPING/DATA FILE PROJECT

Adrienne reported on the status of the Geomapping/Data File project. The subcommittee is extremely concerned about the validity of the boundary files being produced by Westat, Inc., for public library jurisdictions. The crux of the issue is that they are having to assume that the legal basis code—largely an indicator of how a library is legally established—is also a service area geography code. We know that this is a very dangerous assumption—one likely to lead to many avoidable inaccuracies in the boundary files. Keith mentioned two Colorado examples: Arapahoe Library District is a special district that appears to serve Arapahoe county; but, in fact, it serves only the unincorporated parts of that county, excluding the majority of the county population in Denver suburbs. Durango Public Library is coded as the municipal library which it is; however, its service area under contract includes all of La Plata county.

### Actions:

- The subcommittee urgently recommends that the definitions subcommittee develop and propose two additional identification data elements: a governance code and a service area code. The existing definition and categories for the legal basis code will probably have to be revised when these two are added.
- The subcommittee also recommends that NCES staff take steps to address this issue in connection with its Westat contract for the geomapping/data file project. Some sort of validity check should be done on Westat's boundary file work, so long as they are using the legal basis code to determine boundaries.
- Keith will post a message to PLRSNET asking SDCs to identify libraries in their states for which the legal basis code would be misleading regarding the library's service area.

## TREND ANALYSIS PROJECT

Adrienne reported on the status of the Trend Analysis project. During Federal Fiscal Year 1997-98, Westat will be pursuing this project using 1990-95 data. The study will focus on up to 15 issues. The subcommittee will meet with project staff at its December 1997 meeting.

## PROPOSED ASSESSMENT OF NCES LIBRARY SURVEYS

Adrienne also reported that it has been proposed that American Institutes for Research (AIR) conduct an assessment of the six NCES library surveys, comparing their definitions, timing, units, and respondents. This project has not yet been approved, although it is certain that AIR would be the contractor. Mary Jo Lynch expressed concern about the qualifications of AIR staff to undertake this sort of assessment. Adrienne assured her that AIR's work would involve tabulation more than actual analysis, which would be left to a group such as the FSCS Steering Committee or one of its subcommittees.

## OTHER PROJECTS

Adrienne also reported on several other projects of interest to the Steering Committee and this subcommittee, including:

- a proposed fast-response survey on adult programming in public libraries (involving NCES, PLLI, and the National Library of Education)
- PLLI intern Keri Bassman's recently completed work on FSCS-based peer comparisons
- Keri's forthcoming work on public library use by children (based on NHES data)
- GPO survey on electronic services in depository libraries
- the AIR inflation index project
- the NCES CD-ROM including all FSCS data files

### Action:

• Adrienne agreed to send Keith a copy of Bill Freund's IPEDS CD-ROM so Keith can test the search engine contained on that CD-ROM along side Cold Fusion, a web-based database search engine.

• Keith will report on this matter at the December 1997 meetings.

## VITAL STATISTICS

The subcommittee discussed the continuing difficulties we face in trying to monitor and analyze the "vital statistics" of public libraries—"births" (newly established libraries), "deaths" (library closures), "marriages" (consolidations of two or more library jurisdictions into a single jurisdiction), and "divorces," and (split-ups that produce two or more library jurisdictions where one existed previously).

### Action:

• The subcommittee recommends that the definitions and technical subcommittees add direct questions about these statistics to the state-level screen in DECPLUS (i.e., where unduplicated population of legal service areas and reporting year beginning and ending dates are now reported).

**Report of the Technical Subcommittee  
September 8-10, 1997  
Washington, D.C.  
Gerry Rowland, State Library of Iowa, Chair**

Members and guests attending were:

<b>Name</b>	<b>Affiliation</b>
Diane Gunderson	SDC
Lynn Shurden	SDC
Carrol Kindel	NCES
Elaine Kroe	NCES
Patricia Garner	Census
Dawn Pennell	Census
Mike Freeman	Census
Regina Padgett	Census
Gerry Rowland	Chair

**DECPLUS for 1997**

Decplus 2.3 has been distributed. 14 states and 1 territory have submitted data, including Northern Marianas. 3 states have used FTP, 3 states have sent files as an e-mail attachment.

Census has maintained a log of problems and resolutions. There was a URL problem with Internet downloads, which was resolved by sending out the new URL. The address change occurred during a time when files were moved for security reasons. All problems received have been resolved.

Some states have had problems using Decplus under Windows. The fix has been to run the software under DOS (Windows 3.x) or the MS-DOS prompt (Windows 95).

**DECPLUS for 1998**

Work is progressing on a Windows 95 version of Decplus, code name Winplus. Progress on Winplus will depend on the amount of change for the DOS version 2.4.

A recent survey found that all but 7 states would have the hardware and software to support the Win 95 version by Spring of 1998. The committee is recommending that the DOS version be discontinued after 1998. At the request of some of states that cannot support Windows 95, a letter will be mailed to Chief Officers explaining the situation. It should be noted that all states have Internet access, and all but 3 have direct LAN-based connections.

Decplus 2.4 will have all the functionality of 2.3. Time permitting, it will also allow the SDC to use Winplus to View, Edit, and make changes to the Administrative and Outlet Structure. Edit Checks and Messages, Tables, and Printing will still be done under DOS.

With all the proposed changes to data elements, it may be necessary to make some trade-offs. New data elements require changes to the screens, to the edits for import and the final edits, and to the printed tables. It was recommended that:

- because the new data elements are experimental in the first year, and
- because there can be no historical edits,

that the new data elements have no edits or minimal edits, and that the printed tables not include the new data elements.

It was also recommended that warning messages 77-79, which deal with expenditures and access, be eliminated. These warning message are not applicable in cases where the access is donated or is provided by another entity, such as the State Library.

### **Training Workshop**

Technical has been assigned several responsibilities for the training workshop. The first general session will include a number of technical topics, such as data quality (NCES and Census), timelines, imputation and the 5 year cd-rom, and a demo of Decplus/Winplus.

During the concurrent sessions, Technical will support 2 computer labs, one of which will be on the Internet. One lab will offer IMPS and Decplus/Winplus for guided, hands-on sessions. The Internet lab will have basic Internet use and file uploads/downloads, plus an opportunity to move edit check text files into word processing.

### **Web Issues**

Web issues fall into 2 categories, presentation and collection.

Presentation issues relate to the 5-year cd-rom product that will be available in 1998. The data will have search and display capabilities, which we would like to have demonstrated in December. The data should also be mounted on the web, with queries and custom table generation capabilities. We recommend that this system be called WALT, Web Access to Library Tabulations.

Data collection over the web is a long-term project. Several states are testing this capability. The software exists to automate data collection, but the states generally do not have the expertise.



Census reported that they have several web-based collection project using Java-script. The user requests their file through a web browser, and received the software, the template, and the previous years file. Entry and editing are done locally, then data is uploaded. To begin a new session, the file is downloaded and the process continues until all data is entered and edited. This is being done with CCD on a trial basis.

## **Minutes of the FSCS Training Subcommittee Meetings September 8-9, 1997**

Note: this is a summary of the two meetings held in September.

Present at one or both meetings: Sandi Long, Diana Tope, Diane Gunderson, Libby Law, Roz Korb, Carrol Kindel, Mike Freeman, Patricia Garner, and a representative from Westat.

1. At the first meeting Sandi handed out a matrix that laid out a tentative schedule of meetings and room requirements. This document was the basis of much of the discussion that followed.
2. The Subcommittee reviewed and filled out a Request for Conference Support form which will be forwarded to Westat. This will enable them to move ahead with securing conference facilities for the annual training workshop. The Subcommittee confirmed that March 30-April 1, 1998 were the preferred dates, with introductory training for the new SDCs on March 29.
3. The SDCs on the Subcommittee were asked to review the Training Manual for New SDCs and send in their suggestions for revisions, additions, deletions.
4. The Subcommittee discussed the keynote speaker for the Monday luncheon. Since Carol Rasco (the only suggestion from the June meeting) had not been contacted, the field was wide open. The group determined that Diane Frankel, Director of IMLS, should be approached first, with other possibilities being the new Executive Director of NCLIS; Becky Danvers, who will be working with statistics in IMLS; Jeanne Simons' replacement; or John Lorenz' replacement. Tuesday's Keppel awards presentation should include Carrol Kindel from NCES, the Executive Director of NCLIS, John Lorenz' replacement, and Diana Tope, Chair of Steering Committee
5. Breakout (concurrent) sessions on Tuesday: Technical, Definitions and Data Use  
Subcommittees all contributed ideas for these sessions (see below). It was suggested that we have pre-registration for the breakout sessions so that we can adjust the load where necessary. We will also ask the SDCs which of the older data elements they want clarified.  
Breakout sessions:
  - IMPS/InForms (or other data entry applications) demonstrations;
  - State Library Survey;
  - Clarification of older definitions;
  - Data use demonstration; and
  - A computer lab demonstrating Winplus, Webservers, Internet download, Import/export for DECPLUS.

6. Items that need to be stressed with the new SDCs kept coming up. They include:

- Definitions;
- Edit checks are not errors, they are just flags;
- What to do with error messages when they get them;
- Difference among geocoding, geographic code, and legal basis code (this may need to be covered with everyone).

7. At the December meeting, we will finalize the sessions, especially what we will offer in the concurrent sessions, and will start contacting the SDCs for preregistration.